



Department: Child Nutrition  
Policy Number: CHN-A001  
Effective Date: 4/26/04

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### CHILD NUTRITION

#### MANAGEMENT

The school system will operate a school breakfast program in its schools in order to make available to all students the components of a healthy meal in the morning. No student should be denied the opportunity to purchase/select the choice of a component or a complete breakfast.

The school system will operate a school lunch program in its schools in order to make available, to all students, the components of a healthy meal at midday.

The Director of Schools or the appointed designee will approve the prices set for school breakfast, school lunch, milk and a-la-carte items sold in the cafeterias.

Students are encouraged to purchase meals or meal components in the cafeteria. Students and personnel are permitted to bring their lunches from home and allowed to purchase beverages, components and incidental items. Students will be allowed to purchase additional individual items.

Each student will be assigned an identification number for use in the cafeteria. Students may purchase meals, components or a-la-carte with cash in line or by using funds deposited into their accounts. Students must not be identified based on status of free, reduced or full pay, as this is considered overt identification.

Account information is made available for students and parents upon request and students are informed when account balances are low.

#### CHARGING DURING MEAL SERVICE

Federal guidelines prohibit the Food Service operation from writing off bad debts as a result of charged meals.

Refer to: Student Meal Charge Procedure ([CHN-P005](#))

#### PURCHASING

The Clarksville-Montgomery County School System plan for procuring items for use in the School Food Service Program will provide for open and free competition, comparability, and provides for documentation of all procurement.

If the aggregate amount of purchases is more than \$25,000 per purchase order, the formal bid procedure will be used as required (ref. [PUR-P004](#)).

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## COMPETITIVE FOODS

Pre-school programs will have meals pre plated in lieu of offer versus serve.

Elementary and secondary schools will serve the reimbursable meal. Offer versus serve will be practiced in all schools for Kindergarten through grade 12 for lunch and all schools for breakfast with the exception of those schools participating in Universal Breakfast.

Middle and High Schools will offer components of the reimbursable meal to be purchased during the meal serving period only.

School Food Service will be allowed to sell child nutrition USDA approved a-la-carte items during breakfast and lunch times. The selling of items by other organizations during breakfast and lunch is prohibited.

## FOOD SERVICE REQUIREMENTS AND OFFER VERSUS SERVE, GRADES K-12

### BREAKFAST

(New meal pattern requirements state that every child's tray must have at a minimum ½ cup of fruit or vegetable to be considered a reimbursable meal.)

The school breakfast must contain, at a minimum, the following food items:

1. A serving of fluid milk.
2. A serving of fruit or vegetable, or full strength fruit or vegetable juice.
3. Two servings of bread or grain; or
4. One serving of meat or meat alternate and one serving of bread or grain.

Of the four required food items, a student may refuse one food component from any group.

Note: Schools participating in Universal Breakfast will not be practicing offer versus serve.

### LUNCH

(New meal pattern requirements state that every child's tray must have at a minimum ½ cup of fruit or vegetable to be considered a reimbursable meal.)

The school lunch must contain, at a minimum, the following items:

1. One serving of meat or meat alternate.
2. One or more servings of vegetables and one or more servings of fruit.
3. Bread or Grain.
4. One-half pint fluid milk.

Students are allowed to refuse any two food components. A student's decision to decline food items or accept smaller portions will not reduce the cost of the lunch to the students.

Implementing Procedures: [CHN-P002](#) Food Non/Food Bid  
[PUR-P004](#) Formal Bid  
[CHN-P005](#) Student Meal Charge

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**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/26/04		Initial Release
5/11/04	A	Change the amount for formal bid from \$10,000.00 to \$5000.00.
8/24/04	B	Add Attachment A
1/18/05	C	Remove 8 from Attachment A, renumber, add Adult Charges, Add Attachment B & Attachment C
8/08/07	D	Add pre-school reference to Competitive Foods, no revisions to attachments
8/20/12	E	Remove attachments, Add refer to Procedure and Guides Section, Add new meal pattern requirements, change bread alternate to grain.
6/16/14	F	Add the exception for offer versus serve for schools participating in Universal Breakfast; Add New meal pattern requirements to breakfast and note about schools participating in Universal Breakfast
12/15/14	G	Removed reference to obsolete guidelines
7/27/15	H	Changed \$5000 to \$10,000 under purchasing. Removed #4 under breakfast requirements.
1/9/17	I	Updated purchasing limit to \$25,000. Para 4, removed one and made item plural. Lunch section, number 2, removed "or".

**\*\*\* End of Policy \*\*\***